

HUD RECORDS DISPOSITION SCHEDULE 23

OFFICE OF FAITH-BASED AND COMMUNITY INITIATIVES

This schedule provides descriptions and disposition instructions for the records created by the Department of Housing and Urban Development (HUD) Center for Faith-Based and Community Initiatives (CFBCI). The office was established in 2001 by Presidential Executive Order to engage faith-based and community organizations in HUD's mission. The CFBCI is committed to helping fulfill President Bush's vision of mobilizing the "armies of compassion" to strengthen America's communities. In particular, the office seeks to engage organizations to help:

- Provide affordable housing opportunities;
- Equip public housing residents to secure permanent housing and become self-sufficient; and
- Prepare individuals for homeownership.

The HUD Center for Faith-Based and Community Initiatives does not make grants. Rather, we are helping "level the playing field" at HUD by making it easier for smaller organizations, both religious and non-religious to participate in our programs and help us achieve our mission.

One of the ways we do this is to help organizations:

- Find funding for their organization;
- Find people who can help them; and
- Find useful resources.

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Item No.	Description of Records	Disposition
1.	Program Outreach Information. Information about CFBCI program outreach activities, including guidance materials to base and community organizations distributed at technical assistance events, and program publicity materials. Records include fact sheets, flyers, brochures, promotional material, publications, guides, and related records.	PERMANENT. Cut off annually. Transfer to records center three years after cut off. Transfer to the National Archives in 5-year blocks 20 years after cut off. (NARA Job Number N1-207-06-1, item 1)
2.	Planning Files. Records documenting program planning and management activities, including goal setting, strategic planning, executive planning, program management, and reporting. Records include planning documents, annual reports, directives, mission and vision statements, and related records.	PERMANENT. Cut off annually. Transfer to records center three years after cut off. Transfer to the National Archives in 5-year blocks 20 years after cut off. (NARA Job Number N1-207-06-1, item 2)
3.	Staff Working Papers. Working papers used by the CFBCI staff in preparation of program and administrative work products, records include draft documents, rough notes, worksheets, calculations, and related records.	Temporary. Cut off files at end of calendar year or close out of project. Retire to records center 2 years after cut off. Destroy 3 years after cut off. (NARA Job Number N1-207-06-1, item 3)
4.	Correspondence. Correspondence files of addressed, written communications that are sent and received by the CFBCI regarding program activities, including congressional correspondence, inter- and intra- agency correspondence, and public correspondence. Records include letters, memorandums, and Email (print to paper copies).	PERMANENT. Cut off annually. Transfer to records center three years after cut off. Transfer to the National Archives in 5-year blocks 20 years after cut off. (NARA Job Number N1-207-06-1, item 4)

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5.	Project Files. Contains the files of projects implemented by CFBCI. Documents include background/purpose, related contracts, budgets, correspondence, and any other supportive materials. Files include Art and Science of Grant Writing, Unlocking Doors, Reaching the Dream, PIH Mentoring, and Faces of Success.	PERMANENT. Cut off at the end of the project. Transfer to records center three years after cut off. Transfer to the National Archives in 5-year blocks 20 years after cut off. (NARA Job Number N1-207-06-1, item 5)
6.	Regulation and Policy Affairs. Records associated with the development of regulations, policies, and guidance aimed at eliminating regulatory and other programmatic obstacles that prevent the full participation of faith-based and other community organizations in HUD programs, including policy and guidance development, public comment tracking, regulation creation, and rule publication. Records include Federal Register publications, background files, policy directives, program rules, reports, memorandums, correspondence, and related records.	PERMANENT. Cut off at end of calendar year in which the policy/regulation is approved. Transfer to the National Archives in 5-year blocks 20 years after cut off. (NARA Job Number N1-207-06-1, item 6)
7.	CFBCI Field Liaisons. Arranged by region, state, and subject. Information about the activities and functions of CFBCI staff in their interactions with field liaisons. Records include correspondence, memorandums, reports, meeting minutes, and related records.	PERMANENT. Cut off at end of calendar year. Transfer to records center three years after cut off. Transfer to the National Archives in 5-year blocks 20 years after cut off. (NARA Job Number N1-207-06-1, item 7)

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8.	White House Office of Faith-Based and Community Initiatives. Records documenting interactions between the White House Office of Faith-Based and Community Initiatives and the HUD CFBCI relating to policy, management, and operations. Records include correspondence, memorandums, directives, reports, meeting notes, and related records.	PERMANENT. Cut off at end of calendar year. Transfer to records center three years after cut off. Transfer to the National Archives in 5-year blocks 20 years after cut off. (NARA Job Number N1-207-06-1, item 8)
9.	Travel. Contains materials collected to facilitate travel of CFBCI staff such as brochures, maps, directories, and meeting/conference schedules. Also includes travel receipts and other supporting materials. Arranged chronologically by date then alphabetically by subject title.	Temporary. See HUD Records Disposition Schedule 3, Administrative Records, for appropriate dispositions.
10.	Budget. Contains files related to formulating and justifying the CFBCI budget submitted to the Secretary; defending such requests and managing the budget during the fiscal year for which it applies. Arranged chronologically by fiscal year.	Temporary. See HUD Records Disposition Schedule 3, Administrative Records, for appropriate dispositions.
11.	Data Collection. Contains statistical, demographic, and biographic information on grassroots and Faith-based organizations gathered by CFBCI for analytical purposes. Arranged by region, state, then alphabetically by organization.	Temporary. Destroy or delete when no longer necessary for agency business. (NARA Job Number N1-207-06-1, item 11)

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APPENDIX 23

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Item No.	Description of Records	Disposition
12.	Personnel. Contains copies of staff position descriptions, individual development plans, performance evaluations, and other related documents. Arranged alphabetically by staff name.	Temporary. See HUD Records Disposition Schedule 3, Administrative Records, for appropriate dispositions.
13.	Records of the Director of the CFBCI. This item covers records of the Director of the CFBCI as defined in HUD Records Disposition Schedule 63, Records of Primary Organization Heads and Other High-Level HUD staff, HUD Records Handbook 2225.6 REV-1.	Temporary. See HUD Records Disposition Schedule 63 for appropriate dispositions.